

Draft Minutes

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Certification Policy Committee

Wednesday, November 30, 2005

8:00 am – 10:30 am

Chair: *John Hogan – Seattle DPD*

1. The chair called the meeting to order @ 8 am. Brad Schultz, Jeff Baker, Jim Krahn, and John Hogan were present.
2. The chair appointed Ray McGowan recording secretary.
3. Committee members reviewed and approved minutes from November 1, 2005 conference call unanimously.
4. Jessica Ferris (staff) reviewed CPC actions since the July 2005 NFRC membership meeting.
 - a) Primary activity was *Certification Agency Program (CAP) Manual* revision for 2006 and subsequent CPC approval.
 - b) *An Inspection Agency Operations Manual* and a *Database User Manual* was created by NFRC and approved by CPC.
 - c) *An Inspection Agency Plant Inspection Checklist* was also created as an appendix to the *Inspection Agency Operations Manual*.
5. Unfinished Business
 - a. PCP Revisions Review - Jessica Ferris reviewed PCP revisions.
 - b. Recertification Forum - Bipin Shah (staff) reviewed the recertification process emphasizing that participants need to closely follow the current recertification procedures in the PCP.

Bipin Shah opened up the recertification forum asking membership to speak openly about the existing program and its enforcement issues.

Comments from forum - The PCP's required production line thermal test was discussed at length with its very necessity being the primary issue. No conclusion was reached, but CPC will consider all comments for future PCP changes. Specific comments were,

- i. Require IGU (insulated glazing unit) certification
- ii. Do random sample testing of production line units (to avoid disrupting production, contact manufacturer the day before and find out their

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production schedule for the next day. If they will be making 40 of one product, ask them to make 41. The pick 1 of the 41 the next day.)

- iii. IA should look at the manufacturer's internal audits, look at variances, and then take other actions.
- iv. Vary quality assurance requirements based on manufacturer's track record, (either start with comprehensive set of requirements and relax over time for manufacturers with good track record or start with representative set of requirements and if the performance is below a certain level, then do a second round with a more comprehensive set of quality assurance checks. If still unsatisfactory, do third round of even more comprehensive checks.

6. Future conference calls

- o January 5, 2006
- o February 2, 2006
- o March 6, 2006

7. The chair adjourned @ 10 am.